



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

March 11, 2025

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. Feb. 11, 2025 Meeting Minutes*
- 4. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 5. Unfinished Business**
 - A. Strategic Plan Update
- 6. New Business**
 - A. Policy Review: Teen Space*
 - B. FY26 Budget*
- 7. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 8. Agenda Items for Next Meeting**
- 9. Trustee Comments**
- 10. Adjourn**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

February 11, 2025

5:30 PM

Indianola Public Library

Present: *Library Director - Michele Patrick, Sally Van Dorin, Andy Brittingham, Randi Malone, Cyd Dyer, Teresa Swan Tuite, Val Craven, Dawn Goodale*

Guest: *Shayla Rabe*

1. Call to Order

Andy called the meeting to order at 5:33pm.

2. Public Comment

No public comment.

3. Agenda Approval

MOTION: *Sally motioned to approve the agenda. Teresa seconded. Motion carried.*

4. Minutes Approval

- a. January 14, 2025 Meeting Minutes*

MOTION: *Teresa moved to approve the minutes. Andy seconded. Motion carried.*

5. Friends of the Library Presentation

- a. Shayla Rabe, President of the Friends of the Library

Shayla Rabe joined the board meeting to present a report on the Friends of the Library. The Friends have decided to pursue a land purchase proposal for the new library. The lot size is double the size in comparison to our current location.

The Friends would own the land and would deed it back to the City when they were ready to begin building. This would also allow for a detailed plan to be provided to the public. The contract is not yet signed and it is not fully public information, however, they do hope to do a presentation at Trivia Night. (Shayla also encouraged people to join for Trivia night, as they are currently low on tables.) The plan is to close on the property in June.

Andy noted that he would like to publicly thank the friends at the appropriate time. Shayla will be in communication about when that is.

6. Financial Reports

- a. Approve Monthly Claims*

Michele presented the monthly claims to the Board. Nothing unusual this month.

MOTION: *Randi moves to approve the monthly claims. Sally seconded. Motion carried.*

- b. Review Financial Reports

Michele provided the financial report. She did note that there are some areas where we need to catch up on budgeted spending, but otherwise everything looks good.

7. New Business

- a. Policy Review: Debit/Credit Card Policy*

Michele presented the Debit/Credit Card Policy and made some minor suggestions that just clean up the language.

MOTION: *Dawn motioned to approve the changes to the Debit/Credit Card Policy. Teresa seconded. Motion carried.*

b. Local Author Policy*

Michele provided background on the Local Author Policy. She noted that this policy provides opportunity to self-published Local Authors in Warren County in specific areas (excluding kids & teens) and noted that the library will consider donated books of fiction, memoirs, poetry, cookbooks, and craft books by local authors for inclusion in the adult collection. This allows the library to support local authors and maintain collection standards.

MOTION: Dawn motioned to approve the Local Author Policy. Sally seconded. Motion carried.

8. Unfinished Business

a. Library Project Update

Andy gave an update. The Friends are working on their land proposal and fundraising will be needed. The City Council was notified about this update as well.

A meeting has already been had with OPN Architects and progress is being made. Discussion was had about the vision for the Library and how we will want to roll out the project to the public. OPN has seen the anticipated land and took some photos to work on overall logistics. Key stakeholders are involved and we will begin public outreach in the coming months. Discussion was held regarding additional questions and logistics, but overall we are heading in the right direction!

9. Reports

a. Friends of the Library Report

Sally had nothing additional to report aside from being low on Trivia Tables and membership numbers.

b. Director's Report

Michele highlighted the Director's Report and noted the success of the Soup-er Bowl. Jacy was recognized by the City for the event. Michele gave an update on Library Services Reimbursements and noted that we will hear later on if it was approved or not.

Michele believes that it will be a lean year for the budget but the final outcome is yet to be determined.

c. Library Statistics

Library Statistics are looking good - Soup-er Bowl and Seed Programs contributed to good numbers in January. We are seeing some improvement in programs, but not quite where we want to be yet. Circulation overall is healthy and the number of meetings has greatly increased.

10. Agenda Items for the Next Meeting

a. Next Meeting: March 11, 2025

No items mentioned for the next meeting.

11. Trustee Comments

No Trustee Comments.

12. Adjourn

Motion to Adjourn by Andy at 6:33pm.



Invoices for Board Meeting

February 11, 2025

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$979.50	Quarterly agreement
Amazon	\$3,478.43	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$2,842.83	Books
Baker and Taylor Entertainment	\$65.06	DVDs
City of Indianola (IMU)	\$916.12	Utilities
Demco	\$136.18	book covering supplies and bookmarks
Dust Pros	\$1,645.25	Janitorial services, supplies
Extinguisher Company	\$75.25	Annual inspection
Iowa Water Management Co.	\$99.00	Monthly agreement (Feb & Mar)
MidAmerican Energy	\$394.61	Natural Gas
OPN Architects	\$5,238.95	Library concept and community engagement
Playaway Products	\$347.19	Playaway devices and Wonderbooks
SHI International Corp	\$95.66	Adobe Acrobat Pro licenses
Springer Pest Control	\$91.30	Pest management
TRM Disposal	\$125.00	Trash removal
Unique Management	\$65.00	Collection agency (Dec & Jan)
Waste Management	\$9.48	Recycling tote
Wells Fargo	\$4,519.10	See statements for details

Total: **\$21,123.91**

Approved

Date

Approved

Date



Budget Summary

February 2025

Personnel	February	Year-to-Date	Budget	% Spent
Salaries	20,200.22	340,581.20	575,871.00	59.1%
Benefits	7,906.59	92,861.46	189,920.00	48.9%
TOTAL	28,106.81	433,442.66	765,791.00	56.6%

Collection	February	Year-to-Date	Budget	% Spent
Physical	4,827.18	42,642.89	97,309.00	43.8%
Digital	4,000.00	12,099.92	28,000.00	43.2%
Special	306.29	4,981.34	10,000.00	49.8%
TOTAL	9,133.47	59,724.15	135,309.00	44.1%

Operations	February	Year-to-Date	Budget	% Spent
Repair/Maint	49.50	6,044.74	37,000.00	16.3%
Computer/IT	348.99	34,296.40	38,145.00	89.9%
Operations	5,652.74	60,955.47	122,786.00	49.6%
TOTAL	6,051.23	101,296.61	197,931.00	49.6%

TOTAL TO DATE	February	Year-to-Date	Budget	% Spent
	43,291.51	594,463.42	1,099,031.00	54.1%

66% of Budget Year

Revenue | February 2025

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-40000	Property Taxes(R)	335,654.91	604,027.00	55.56%
041-4100-44700	Library Service Reimbursements(R)	44,301.00	85,000.00	52.11%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	3,097.62	1,000.00	309.76%
041-4100-47641	Library Fines(R)	2,245.68	3,000.00	74.85%
041-4100-49400	Transfer In--T&A PROP TAX(R)	105,824.73	188,623.12	56.10%
		491,123.94	881,650.12	55.71%

Expenditures | February 2025

Account Number	Account Title	YTD	Budget	% Budget
041 - LIBRARY FUND				
041-4100-60110	Salary/Wages--Administration	87,810.87	176,628.00	49.71%
041-4100-60130	Salary/Wages--Clerical	252,770.33	399,243.00	63.31%
041-4100-61100	FICA	25,393.01	44,054.00	57.64%
041-4100-61300	IPERS	31,780.55	54,363.00	58.45%
041-4100-61420	Deferred Comp--457	2,437.50	4,950.00	49.24%
041-4100-61430	Employee Assistance Program	276.00	300.00	92.00%
041-4100-61440	Wellness Program	135.00	360.00	37.50%
041-4100-61500	Health Insurance	25,090.52	59,791.00	41.96%
041-4100-61501	Dental Insurance	1,871.76	3,904.00	47.94%
041-4100-61502	Vision Insurance	227.44	382.00	59.53%
041-4100-61503	HSA Expense	2,353.65	16,100.00	14.61%
041-4100-61550	Life Insurance/ADD/LTD/STD	2,926.05	5,316.00	55.04%
041-4100-61599	Workers' Comp Insurance	369.98	400.00	92.49%
041-4100-62100	Membership Dues/Subscriptions	714.60	875.00	81.66%
041-4100-62300	Education/Training	2,013.42	3,000.00	67.11%
041-4100-62700	Mileage	290.05	1,250.00	23.20%
041-4100-63100	Repair/Maint--Bldg/Grounds	6,044.74	37,000.00	16.33%
041-4100-63710	Utilities	12,884.76	30,246.00	42.59%
041-4100-64020	Advertising	2,062.54	2,250.00	91.66%
041-4100-64082	Insurance--General Liability	5,583.57	6,155.00	90.71%
041-4100-64083	Insurance--Property	9,253.00	9,253.00	100.00%
041-4100-64084	Insurance--Boiler/Machinery	563.00	732.00	76.91%
041-4100-64090	Janitorial Services	14,747.93	24,775.00	59.52%
041-4100-64990	Misc Contractual	801.54	11,000.00	7.28%
041-4100-65020	Library Books & Periodicals	42,642.89	97,309.00	43.82%
041-4100-65021	Digital Materials	12,099.92	28,000.00	43.21%
041-4100-65022	Special Collections	4,981.34	10,000.00	49.81%
041-4100-65060	Office Supplies	1,088.63	4,100.00	26.55%
041-4100-65070	Materials/Supplies	3,195.61	11,700.00	27.31%
041-4100-65079	Materials/Supplies--Program	7,001.04	15,000.00	46.67%
041-4100-65080	Postage	673.78	850.00	79.26%
041-4100-65990	Miscellaneous	82.00	1,600.00	5.12%
041-4100-67240	Computer Hardware/Software	34,296.40	38,145.00	89.91%
041-4100-69301	Transfer Out-CIP	.00	100,000.00	0.00%
		594,463.42	1,199,031.00	49.58%

Library Special Revenue | February 2025

Account Number	Account Title	YTD	Budget
----------------	---------------	-----	--------

141 - LIBRARY SPECIAL REVENUE FUND

REVENUE

141-4100-44302	Enrich Iowa(R)	9,229.78	7,000.00
141-4100-45040	Program Fees-Summer Reading(R)	.00	15,000.00
141-4100-47050	Donations/Contributions(R)	4,912.00	30,000.00
141-4100-47051	Friends of the Library Contrib(R)	14,771.28	10,000.00
Total Revenue:		28,913.06	62,000.00

EXPENDITURES

141-4100-65020	Library Books & Periodicals(E)	2,971.93	20,000.00
141-4100-65023	Summer Reading Program Expense(E)	4,175.39	15,000.00
141-4100-65024	Friends of the Library Expense(E)	3,284.68	10,000.00
141-4100-65025	Enrich Iowa Expenses(E)	560.05	7,000.00
141-4100-65070	Materials/Supplies(E)	1,865.87	10,000.00
Total Expenditure:		12,857.92	62,000.00

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: March 2025
Subject: Teen Space Policy

The Teen Space policy governs the rules for our teen space. There are no recommended changes to the current policy.

Teen Space Policy

The Teen Space is intended for use by patrons age 12-18 years old, and its purpose is to centralize the information and recreation resources of this age group while offering teens a safe, supportive, and positive space that is uniquely their own.

Guidelines

The Teen Space is designated for this age group; however, people of all ages wishing to browse and checkout the teen collection are welcome to do so. The study space and equipment is reserved exclusively for teen use. Parents and siblings may be in the space if they are accompanied by a teen between the ages of 12-18.

The library's Appropriate Behavior policy applies to persons using this space.

Adopted 6/19; reviewed 3/22

FY26 Budget Cuts

Account	Title	FY25	Proposed FY26	Rate of increase
041-4100-60110	Salary/Wages--Administration	176,628	138,786	-21.4%
041-4100-60130	Salary/Wages--Clerical	399,243	411,343	3.0%
041-4100-61100	FICA	44,054	42,406	-3.7%
041-4100-61300	IPERS	54,363	51,501	-5.3%
041-4100-61420	Deferred Comp--457	4,950	4,800	-3.0%
041-4100-61430	Employee Assistance Program	300	300	0.0%
041-4100-61440	Wellness Program	360	360	0.0%
041-4100-61500	Health Insurance	59,791	49,488	-17.2%
041-4100-61501	Dental Insurance	3,904	3,367	-13.8%
041-4100-61502	Vision Insurance	382	360	-5.8%
041-4100-61503	HSA Expense	16,100	7,203	-55.3%
041-4100-61550	Life Insurance/ADD/LTD/STD	5,316	4,833	-9.1%
041-4100-61599	Workers' Comp Insurance	400	400	0.0%
041-4100-62100	Membership Dues/Subscriptions	875	860	-1.7%
041-4100-62300	Education/Training	3,000	1,000	-66.7%
041-4100-62700	Mileage	1,250	450	-64.0%
041-4100-63100	Repair/Maint--Bldg/Grounds	37,000	20,000	-45.9%
041-4100-63710	Utilities	30,246	28,000	-7.4%
041-4100-64020	Advertising	2,250	1,500	-33.3%
041-4100-64082	Insurance--General Liability	7,290	6,282	-13.8%
041-4100-64083	Insurance--Property	8,118	10,415	28.3%
041-4100-64084	Insurance--Boiler/Machinery	732	635	-13.3%
041-4100-64090	Janitorial Services	24,775	23,000	-7.2%
041-4100-64990	Misc Contractual	11,000	1,000	-90.9%
041-4100-65020	Library Books & Periodicals	97,309	60,000	-38.3%
041-4100-65021	Digital Materials	28,000	8,000	-71.4%
041-4100-65022	Special Collections	10,000	7,000	-30.0%
041-4100-65060	Office Supplies	4,100	3,000	-26.8%
041-4100-65070	Materials/Supplies	11,700	4,000	-65.8%
041-4100-65079	Materials/Supplies--Program	15,000	8,800	-41.3%
041-4100-65080	Postage	850	1,375	61.8%
041-4100-65990	Miscellaneous	1,600	1,000	-37.5%
041-4100-67240	Computer Hardware/Software	38,145	36,600	-4.1%
041-4100-69301	Transfer Out-CIP	100,000	0	-100.0%
		1,199,031	938,064	-21.8%

Director's Report

Employee of the Year

Congratulations to Jacy West who was named the City of Indianola's Employee of the Year at last week's employee banquet!

Jacy was recognized for her outstanding efforts in initiating partnerships with local organizations and businesses through her impactful outreach programs, such as the Soup-er-Bowl, Cat Cafe, Master Gardener programs, Hi-Set, local author fair, and many others.



Legislature To Watch

HF 880 (formerly HF 284) would take away Enrich Iowa funding for libraries that pay dues to organizations that engage in advocacy work — i.e. the Iowa Library Association.

HF 521 would remove obscenity exemptions for public libraries and educational institutions. The current exemption only covers educational purposes, meaning that the only time a library could claim the exemption is for educational purposes. If a library was distributing pornographic material, it would not be exempt.

- The purpose of the current exemption to the obscenity code is to protect libraries from frivolous lawsuits. If the exemption were removed, anyone could sue the library repeatedly over materials they objected to, regardless of merit.



Circulation

February 2025

Print	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	3,116	3,396	3,174	28,521	29,610	28,727
Teens	360	419	372	4,194	3,822	3,722
Children	4,333	4,544	5,072	35,233	37,792	44,516
Total	7,809	8,359	8,618	67,948	71,224	76,965

Special	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
DVDs & Video Games	1,284	1,625	1,929	11,431	12,099	14,311
Magazines	154	109	88	1,433	1,004	914
Audiobooks	135	113	90	1,413	1,126	819
Games & Puzzles	383	580	831	3,399	4,458	5,857
Library of Things & STEM	61	56	88	519	422	710
Total	2,017	2,483	3,026	18,195	19,109	22,611

Digital	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
Ebooks	1,735	1,738	1,634	13,573	14,316	14,086
Eaudio books	1,229	1,636	1,898	10,075	12,554	15,199
Digital Magazines	83	301	318	550	1,600	2,222
Streaming Videos	133	227	158	794	1,357	1,330
Total	3,180	3,902	4,008	24,992	29,827	32,837

TOTAL TO DATE	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
	13,006	14,744	15,652	111,135	120,160	132,413



Programs and Services

FEBRUARY 2025

Program Attendance	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	242	244	143	753	1,225	1,012
Teens	55	102	57	539	690	776
Children	805	916	894	6,833	6,995	6,471
Library Meetings	21	17	16	174	167	126
Total	1,123	1,279	1,110	8,299	9,077	8,385

Number of Programs	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
Adults	11	17	17	57	83	94
Teens	6	6	4	42	37	48
Children	35	42	36	244	241	273
Total	52	65	57	343	361	415

User Statistics	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
New Library Cards	64	85	71	702	634	599
Door Count	4,479	5,613	6,703	47,165	49,785	53,918
Number of Home Deliverie	7	11	5	54	72	39
Home Delivery Checkouts	102	112	67	701	937	634
ILL Items Loaned	5	13	27	125	143	174

Computer Usage	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
Public Computers	197	266	265	2,283	2,455	2,400
WiFi Sessions	329	622	527	4,820	5,755	5,026
WiFi Unique Users	177	251	262	1,916	2,220	2,197
IPL App Launches	990	1,471	2,023	12,207	13,890	16,977
App Page Views	1,143	1,641	2,691	13,604	16,936	22,589

Meeting Room Usage	FEB 2023	FEB 2024	FEB 2025	YTD-FY23	YTD-FY24	YTD-FY25
Number of Meetings	8	13	17	80	106	116
Meeting Attendance	38	77	89	501	663	613

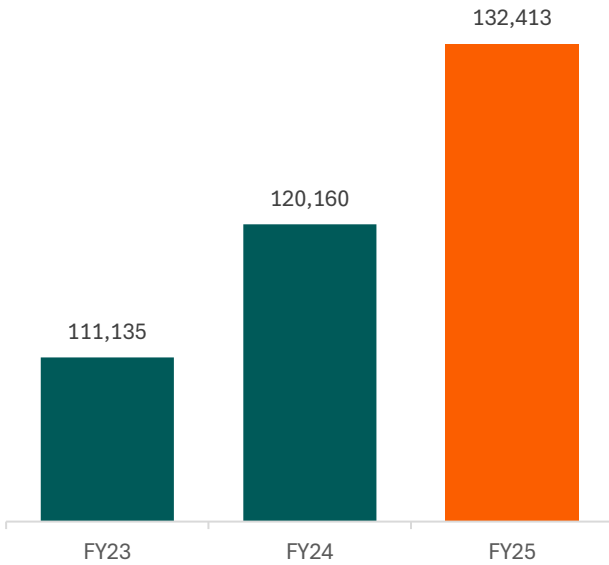


YTD Activity Summary

FEBRUARY 2025

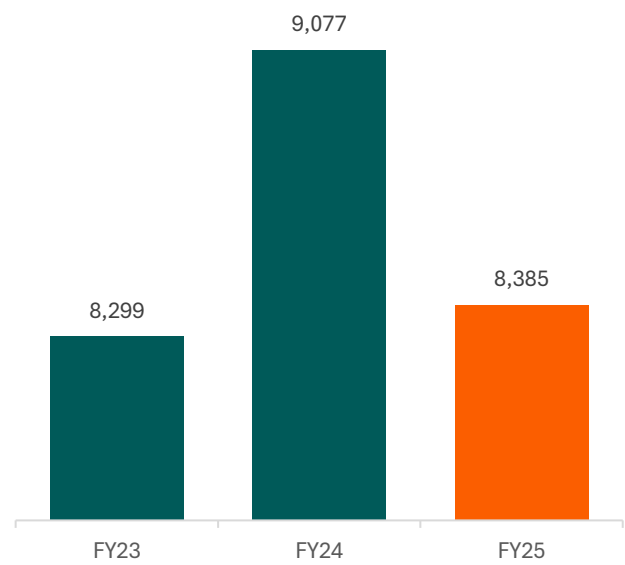
Circulation

Year-to-Date



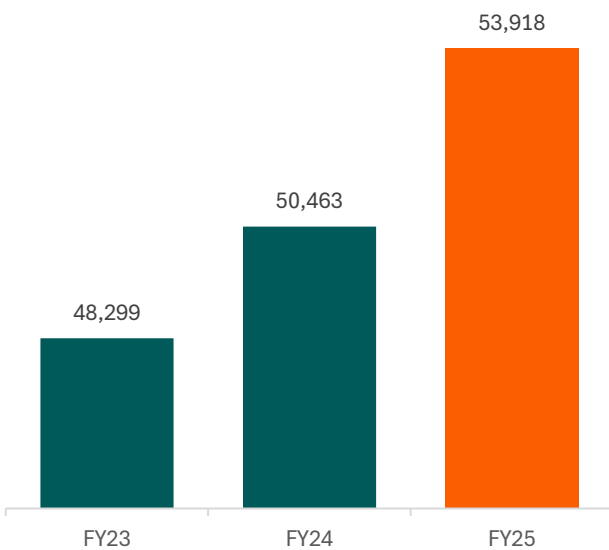
Program Attendance

Year-to-Date



Door Count

Year-to-Date



In-Library WiFi Usage

Year-to-Date

